

User Job Aid

Searching the Catalog and Adding Training to Your To-Do List

Version 1
June 18, 2012

Before You Start:

This Job Aid explains how to search the catalog using 1) the Calendar of Offerings, 2) a Simple Calendar Search, and (3) an Advanced Calendar Search. Once you locate the training that interests you, this job aid will demonstrate how to add it to your To-Do List. Remember that registering for training is another step *after* you have added it to the To-Do List.

Note that most OLE training courses will have a **Preregistration Survey** that must be completed before you can register for the training. See the job aid on **Registering for a Scheduled Offering and Completing a Preregistration Survey** for further guidance on the **Preregistration Survey**.

If you know the actual or approximate date of the scheduled offering, the easiest way to register is to use the **Calendar of Offerings** option.

IMPORTANT: Most mandatory training is not in the Catalog. It is placed directly on your To-Do List.

Search Catalog Using the Calendar of Offerings and Add to Your To-Do List

(If You Know the Actual or Approximate Date of the Scheduled Offering)

1.

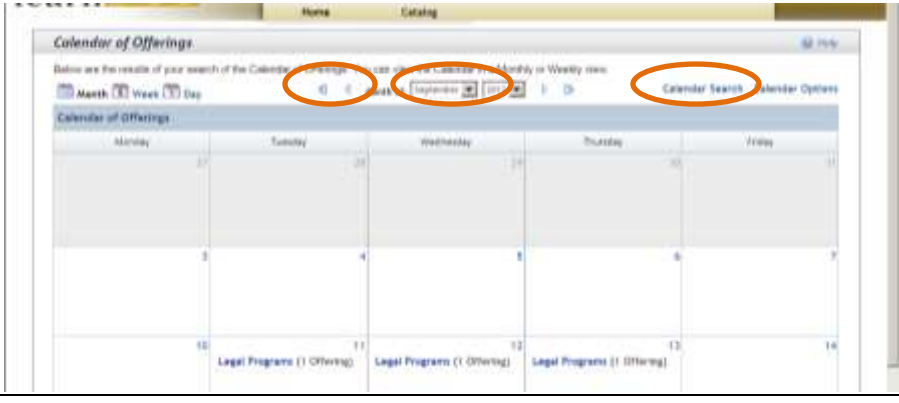
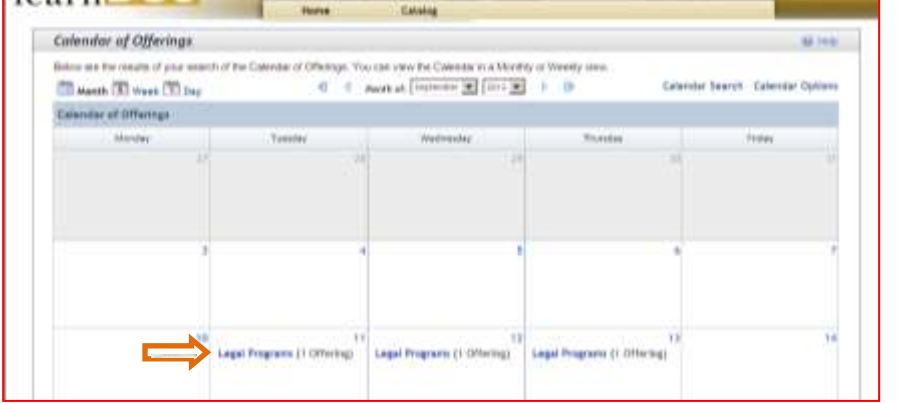
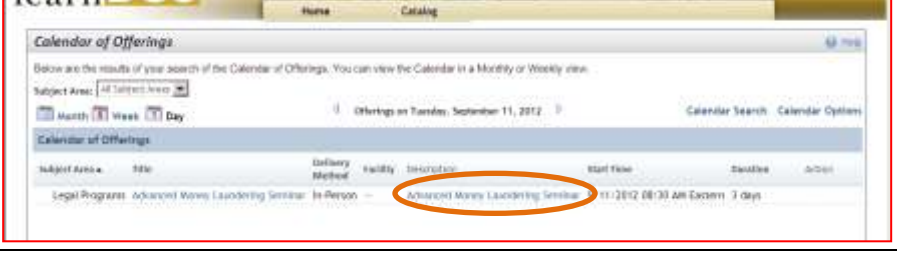
From the Home page/screen, navigate to **Catalog > Calendar of Offerings**.



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<p>2.</p>	<p>Display the desired month by using the Month of drop-down menu or scroll through months using the arrows.</p> <p>Note: If you don't know the date of the scheduled offering that you want to register for, you can click on the Calendar Search link to do a keyword search of the Calendar.</p>	
<p>3.</p>	<p>The subject area of the scheduled offering and the number of scheduled offerings that are scheduled for each day is will be displayed.</p> <p>Hover over the Subject Area link of the scheduled offering in which you are interested. The item will become underlined.</p> <p>Then click on the Subject Area link for the scheduled offering in which you are interested.</p>	
<p>4.</p>	<p>When the Calendar of Offerings is displayed, you may click on the Description to learn more information.</p>	

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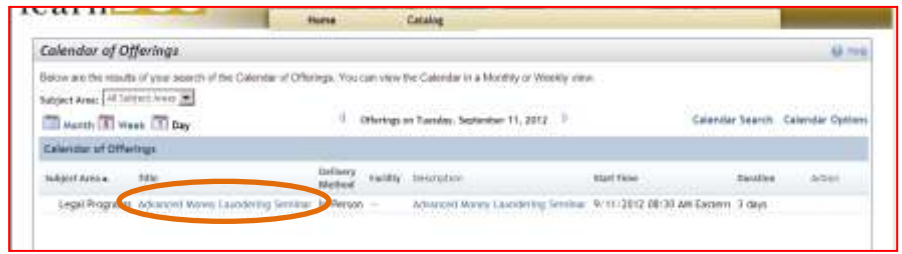
5.

If you click on **Description** to learn more information, remember to use the **Back** key in the **Scheduled Offering Details** block and not the Back key for your browser.



6.

When the screen returns to the **Calendar of Offerings**, click on the **Title** of the training.



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7.

When the **Item Details** are displayed, click on **Add to To-Do List** to add the training to your **To-Do List**.

The training will be added to your **To-Do List**.

Note that some training items will have a **Preregistration Survey** that will need to be completed before you are able to register for the course. Reference the job aid for **Registering for a Scheduled Offering** for further instructions.



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Search Catalog Using a Simple Calendar Search and Add to Your To-Do List

1.

From the Home page/screen, navigate to **Catalog > Simple Catalog Search**.



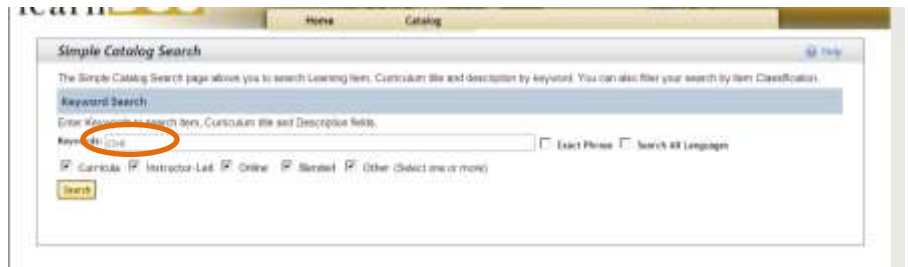
2.

Enter keywords in the **Keywords field** to search for those words in the item's title and description.

Check the **Exact Phrase checkbox** to the right if you are looking for an exact match.

Uncheck the checkboxes below the Keywords field for any type of item you are not interested in. Then click on **Search**.

Note: Please be patient as it may take a few seconds for the next page to load.



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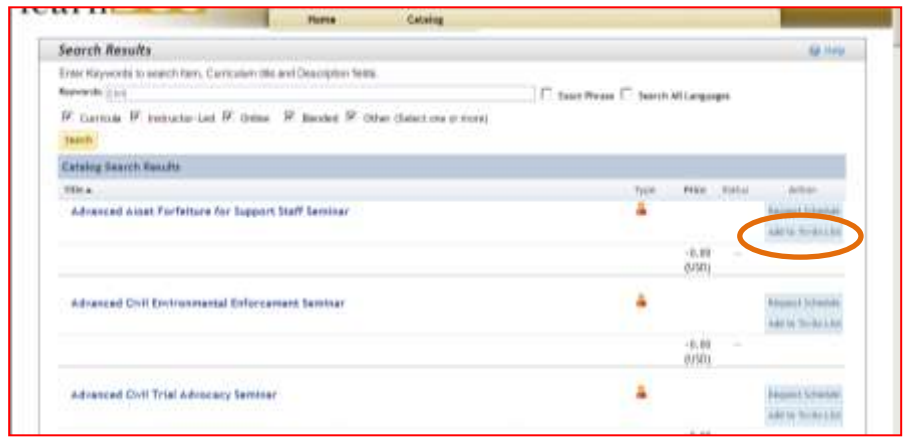
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3.

When the **Search Results** are displayed, click on **Add to To-Do List** for any training that you wish to add to your **To-Do List**.

The training will be added to your **To-Do List**.

Note that some training items will have a **Preregistration Survey** that will need to be completed before you are able to register for the course. Reference the job aid for **Registering for a Scheduled Offering** for further instructions.



Search Catalog Using an Advanced Calendar Search and Add to Your To-Do List

1.

From the Home page/screen, navigate to **Catalog > Advanced Catalog Search**.



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2.

Enter keywords in any of the **Keywords fields** to search for those words in the item's title and description.

The screenshot shows the 'Advanced Catalog Search' interface. The 'Keywords' section includes input fields for 'Title', 'Description', and 'ID', each with a dropdown menu for selecting an operator. The 'Search Options' section features radio buttons for 'All', 'Only Items', 'Curricula', and 'Only Offerings'. Below these are checkboxes for 'Instructor List', 'Online', 'Blended', and 'Other (Select one or more)'. Further down are fields for 'Subject Area', 'Delivery Method', and 'Source', each with a dropdown menu. At the bottom, there is a checkbox labeled 'Search All Languages (Applies to Title, Description, and Subject Area)' and a 'Search' button.

3.

You can refine the search further in the **Search Options** part of the screen.

In the **Search for** line, use the radio buttons and checkboxes to choose the desired options

Then enter any other defining keywords for subject area, delivery method, and source.

At the bottom of the screen, select the **Search All Languages (Applies to Title, Description, and Subject Area)** checkbox, if desired.

Then click on **Search**.

Note: Please be patient, as this screen may take a few seconds to load.

This screenshot is identical to the one above, showing the 'Advanced Catalog Search' interface. The 'Search Options' section is highlighted with an orange circle, showing radio buttons for 'All', 'Only Items', 'Curricula', and 'Only Offerings'. Below these are checkboxes for 'Instructor List', 'Online', 'Blended', and 'Other (Select one or more)'. Further down are fields for 'Subject Area', 'Delivery Method', and 'Source', each with a dropdown menu. At the bottom, there is a checkbox labeled 'Search All Languages (Applies to Title, Description, and Subject Area)' and a 'Search' button.

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4.

When the **Search Results** are displayed, click on **Add to To-Do List** for any training that you wish to add to your **To-Do List**.

The training will be added to your **To-Do List**.

Note that some training items will have a **Preregistration Survey** that will need to be completed before you are able to register for the course. Reference the job aid for **Registering for a Scheduled Offering** for further instructions.

